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NASA-01780 (March 2003)  
NATIONAL AERONAUTICS NASA  
AND SPACE ADMINISTRATION Superseding NASA-01780  
(March 2001)  
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DIVISION 01 - GENERAL REQUIREMENTS

SECTION 01780

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03/03

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SECTION 01780

CLOSEOUT SUBMITTALS  
03/03

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NOTE: Delete, revise, or add to the text in this  
section to cover project requirements. Notes are  
for designer information and will not appear in the  
final project specification.

This broadscope section covers data, normally  
submitted for project record and facility  
maintenance. This section must be coordinated with  
the project requirements and the technical sections.

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PART 1 GENERAL

1.1 SUMMARY

The requirements of this Section apply to, and are a component part of each  
section of the specifications.

1.2 REFERENCES

Not Used

1.3 SUBMITTALS

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NOTE: Review submittal description (SD) definitions  
in Section 01330 SUBMITTAL PROCEDURES and edit the  
following list to reflect only the submittals  
required for the project. Submittals should be kept  
to the minimum required for adequate quality  
control. Include a columnar list of appropriate  
products and tests beneath each submittal  
description.

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The following shall be submitted in accordance with Section 01330 SUBMITTAL  
PROCEDURES in sufficient detail to show full compliance with each section  
of the project's specification:

SD-01 Preconstruction Submittals

The following shall be submitted in accordance with paragraph entitled, "General," of this section.

Reproducible Drawings  
CAD System Drawings

#### SD-02 Shop Drawings

As-Built Drawings shall be submitted in accordance with paragraph entitled, "General," of this section.

#### SD-03 Product Data

Spare Parts Data shall indicate manufacturer's name, part number, nomenclature, and stock level recommended for maintenance and repair. List those items that may be standard to the normal maintenance of the system.

#### SD-07 Certificates

A Work Plan shall be submitted in accordance with paragraph entitled, "General," of this section.

#### SD-08 Manufacturer's Instructions

The following shall be submitted in accordance with paragraph entitled, "General," of this section.

Preventative Maintenance and Condition Monitoring (Predictive Testing) and Inspection schedules shall be submitted by the Contractor with instructions that state when systems should be retested.

Schedule shall define the anticipated length of each test, test apparatus, number of personnel identified by responsibility, and a testing validation procedure permitting the record operation capability requirements. Each test feature; e.g., gpm, rpm, psi liter per second, rpm, kilopascal, shall have a signoff blank for the Contractor and Contracting Officer. A remarks column of the testing validation procedure shall include references to operating limits of time, pressure, temperature, volume, voltage, current, acceleration, velocity, alignment, calibration, adjustments, cleaning, or special system notes. Procedures for preventative maintenance, condition monitoring (predictive testing) and inspection, adjustment, lubrication and cleaning necessary to prevent failure shall be delineated.

Posted Instructions

#### SD-10 Operation and Maintenance Data

Operation and Maintenance Manuals shall be submitted in accordance with paragraph entitled, "Operation and Maintenance," of this

section.

#### 1.4 GENERAL

Reproducible Drawings and CAD System Drawings shall be submitted as follows:

[[\_\_\_\_\_] [Three] reproducible copy(s) of each drawing, product data record, or log] [[5.25] [\_\_\_\_\_] CAD system floppy disk showing each drawing, product data record, or log] shall be submitted for historical record.

Final drawings shall incorporate contract changes and plan deviations. Lines, letters, and details will be sharp, clear, and legible. Additions or corrections to the drawings will be drawn to the scale of the original drawing. One copy, marked with review notations by the Contracting Officer, will be returned to the Contractor. Drawings are to be resubmitted within [\_\_\_\_\_] [30] calendar days after the completion of the representative work effort.

Documents shall be current. Contractor shall not conceal record information until as-built drawings have been made. Record drawings shall be submitted with a transmittal letter containing date, project title, Contractor's name and address, document list, and Contractor's signature.

As-Built Drawings shall be submitted under the following criteria:

In order to minimize the time for final payment at the completion of the project, the Contractor shall update the as-built drawings every month with the Contracting Officer's authorized representative. This update will be a part of "the monthly request for payment meeting," and payment--or a portion of the payment, including final payment--may be withheld until the as-built drawings have been updated, and accepted by the Contracting Officer.

After completion of all construction and before final payment is made under this contract, the Contractor shall provide the Contracting Officer with [one complete set of tracings on mylar of the full size contract drawing, and one complete full size reproduction, on paper, of these tracings] [one complete set of contract drawings in sepia marked-up reproducible blackline, and one full size reproduction, on paper, of marked-up sepias. (Contracting Officer will provide original contract sepias for this purpose.)] [one complete set of full size blue line contract drawings with alterations shown in red pencil] [one complete set of CAD system drawings with all changes clearly identifiable on the computer screen along with one hard copy of the same (with advance permission given by the Contracting Officer)].

Preventative Maintenance and Condition Monitoring (Predictive Testing) and Inspection schedules shall be submitted by the Contractor with instructions that state when systems should be retested.

Schedule shall define the anticipated length of each test, test apparatus, number of personnel identified by responsibility, and a testing validation

procedure permitting the record operation capability requirements. Each test feature; e.g., gpm, rpm, psi liter per second, rpm, kilopascal, shall have a signoff blank for the Contractor and Contracting Officer. A remarks column of the testing validation procedure shall include references to operating limits of time, pressure, temperature, volume, voltage, current, acceleration, velocity, alignment, calibration, adjustments, cleaning, or special system notes. Procedures for preventative maintenance, inspection, adjustment, lubrication and cleaning necessary to minimize corrective maintenance and repair shall be delineated.

Repair requirements shall inform operators how to check out, troubleshoot, repair, and replace components of the system. Instructions shall include electrical and mechanical schematics and diagrams and diagnostic techniques necessary to enable operation and troubleshooting of the system after acceptance.

A Work Plan shall be submitted to the Contracting Officer for project closeout. Plan shall include all scheduled inspections, instruction classes, items, closeout dates for all functions, and shall list the required Government and Contractor personnel that will be taking part in these functions.

Posted Instructions shall be submitted by the Contractor with labels, signs, and templates of operating instructions that are required to be mounted or installed on or near the product for normal, safe operation.

Contractor shall submit [6] [\_\_\_\_\_] copies of the project operation and maintenance manuals 30 days prior to testing the system involved. Data shall be updated and resubmitted for final approval no later than 30 days prior to contract completion.

Spare Parts Data shall indicate manufacturer's name, part number, nomenclature, and stock level required for maintenance and repair. List those items that may be standard to the normal maintenance of the system.

Contractor shall supply [\_\_\_\_\_] items of each part for spare parts inventory. Provision of spare parts does not relieve the Contractor of responsibilities listed under the contract guarantee provisions.

## PART 2 PRODUCTS

Not Used

## PART 3 EXECUTION

### 3.1 OPERATION AND MAINTENANCE

Operation and Maintenance Manuals shall be consistent with the manufacturer's standard brochures, schematics, printed instructions, general operating procedures, and safety precautions. Information shall be bound in manual format and grouped by technical sections. Test data shall be legible and of good quality. Light-sensitive reproduction techniques are acceptable provided finished pages are clear, legible, and not subject to fading. Pages for vendor data and manuals shall have 0.3937-inch 10

millimeter holes and be bound in 3-ring, loose-leaf binders. Data shall be organized by separate index and tabbed sheets, in a loose-leaf binder. Binder shall lie flat with printed sheets that are easy to read. Caution and warning indications shall be clearly labeled.

Contractor shall submit classroom and field instructions in the operation and maintenance of systems equipment where required by the technical provisions. These services shall be directed by the Contractor, using the manufacturer's factory-trained personnel or qualified representatives. Contracting Officer shall be given 7 days written notice of scheduled instructional services. Instructional materials belonging to the manufacturer or vendor, such as lists, static exhibits, and visual aids, shall be made available to the Contracting Officer.

-- End of Section --